

# Vacancy Announcement

## DEPARTMENT OF VETERANS AFFAIRS (VA) VA, INSPECTOR GENERAL

**Vacancy Announcement Number:** OIG-02-MJ-05

**Opening Date:** 10/18/2001

**Closing Date:** 11/19/2001

**Position:** SUPERVISORY MANAGEMENT ANALYST

GS-0343-14 /14

**Salary:** \$74345 per year - \$96650 per year

**Duty Location:** 1 vacancy at Dallas, TX

Department of Veterans Affairs, Office of Inspector General, Assistant Inspector General for Auditing, Dallas Audit Operations Division, 1420 W. Mockingbird Lane, Suite 550, Dallas, TX

**Applications will be accepted from:** Applications will be accepted from current Federal employees serving under a career or career conditional appointment, candidates with reinstatement eligibility, or candidates eligible for special appointing authority. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Reimbursement for PCS Relocation Expenses is authorized.

### **Major Duties:**

POSITION MAY BE FILLED BY EITHER A SUPERVISORY MANAGEMENT ANALYST, GS-343-14, OR A SUPERVISOR AUDITOR, GS-511-14. The incumbent serves as a Manager in the Dallas Audit Operations Division and as such directs the activities of two or more audit teams. The incumbent manages a wide range of audit assignments including financial, compliance, functional, and program audits. The incumbent manages appraisals, evaluations, and reviews of programs, processes, and activities that can be complex in nature and require the application of a variety of audit techniques, knowledge, and management skills. Manages preparation and performance of surveys and audits including facility audits, program audits, followup audits, audits of hotline allegations, financial audits, investigative assists, and special audits. Manages comprehensive analyses and evaluations of Veterans Affairs field and Central Office facilities to assess effectiveness and efficiency of financial operations and programs, assess compliance with applicable laws, regulations and policies of management and financial processes. Manages comprehensive analyses and evaluations to assess adequacy of internal control systems designed to achieve established objectives and prevent or

deter fraud, waste, and mismanagement. Manages evaluations to render an opinion on reasonableness and accuracy of financial statements, and determine adequacy of accounting, financial, and statistical data systems, and to assess adequacy of actions taken to improve deficiencies. Qualified Applicants for Supervisory Management Analyst, GS-343-14, must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position described. Applicants must have 1 year of specialized experience that is directly related to auditing and is defined as non-routine auditing work that required and was characterized by (1) knowledge of accounting; (2) ability to apply such knowledge in business or government related accounting functions. Position requires between 15% and 45% travel.

**Qualifications Required:**

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position described.

**Knowledges, Skills and Abilities Required:**

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Expert knowledge of auditing-related and accounting principles, practices, standards, and techniques, and the organization's mission, programs, organization, and structures.
2. Ability to independently plan, manage, and report on projects involving research, strategic planning, and analytical applications to report on all aspects of program results for financial and compliance audits, reviews and surveys.
3. Ability to supervise, provide technical guidance and leadership to other professional and administrative staff, and conduct several complex projects, and develop and maintain effective relationships with colleagues and clients.
4. Skill in both oral and written communications, sufficient to present information in a clear, concise, and logical manner, and resolve conflicts.

**Basis of Rating:**

For CTAP and ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training and awards, and the Knowledges, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

**Pay, Benefits and Work Schedule:**

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System.

**Conditions of Employment:**

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Other Information:**

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, both a DD-214 and SF-15 must be submitted.

Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and other who may know you. Failure to provide your SSN on your application materials, will result in your application not being processed.

Selectee will be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

Applicants must meet time in grade requirements of the position within thirty (30) days of the closing date of this announcement.

This is a managerial position. If appointed to this position you must serve a one year managerial probation period, unless you have already completed one as a manager.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

**How To Apply:**

If application is submitted by mail, it must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications must be received by closing date.

Please submit the following documents to the address provided in this announcement:

(1) A written application for employment. You may use OF-612 (Optional Application for Federal Employment), a resume, or submit an alternative format. You must include all of the information specified in this vacancy announcement and all information listed in the Office of Personnel Management's brochure "Applying for a Federal Job (OF-510). Applications must be Typed or Printed clearly in dark ink.

(2) Narrative assessment of your qualifications in terms of the Knowledge, Abilities, Skills and Other Characteristics (KASOCS) identified within this announcement. Describe experience (paid or unpaid), education, training and self-development as related to the KASOCS.

Applicants must submit a copy of their most recent performance appraisal and Notification of Personnel Action (SF-50) showing position title, series, and grade.

**For additional information about this position please contact:**

MARIJANE WENZLER  
2025654152

**Submit your application package to:**

DEPT OF VETERANS AFFAIRS  
OFFICE OF INSPECTOR GENERAL  
801 I STREET NW  
WASHINGTON, DC 20001

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